

The Houstonian Hotel Club and Spa  
Job Description

**Summer Camp Counselors**

**Purpose:** To provide fun & safe environment for the members children during their time in camp.

**Skills, Characteristics, Physical Requirements:**

- Must have excellent interpersonal skills
- Well developed observation and reporting skills
- Observant, attentive and motivated
- Professional Appearance
- Must be able to push, pull and lift over 30 pounds on a consistent basis
- Must be able to stand for long periods at a time
- Must have ability to handle multiple tasks
- Excellent verbal and written communication
- Exceptional child care skills
- Must be at least 18 years of age
- Must have ability to nurture positive relationships with children
- Must have ability to interact with children in a positive, sensitive and respectful manner
- Must have good judgment
- Must have ability to effectively supervise children and all areas accessible to children
- Ability to work within a team and accept and provide supervision and direction when necessary
- Effective time management skills
- Ability to respond to parents in a sensitive, supportive and professional manner

**Responsibilities:**

- Must be accountable for all children at all times
- Meet and greet members throughout the club
- Provide a fun & safe environment for the children
- Provide the member what they want, in an acceptable amount of time while personalizing the service, and going above and beyond to exceed the members expectations
- Assisting members in choosing and deciding on youth programs and informing them of the youth related information
- Other duties or tasks as assigned by your supervisor that are related to the Youth Department and the Houstonian Campus
- Maintain a safe and healthy environment
- Maintain daily open communication with the parents (members)
- Seek input from parents (members) regarding appropriate camp programs and routines and report feedback to supervisor on a consistent basis to ensure a fun and safe camp experience
- Report any sensitive matters or situations to a supervisor immediately

**Required Training/Experience:**

- CPR Adult & Child/First Aid before the first day of camp (provided on campus)
- Sexual Harassment Online Course completed before the first day of camp (provided on campus)
- Seasonal New Hire Training (provided on campus)
- Have at least one year of previous experience in camp/recreation/child care or have one year previous experience in college with a degree in education.

**Duties are subject to change and can be modified at anytime at the discretion of management. We ask all employees to be flexible and to perform duties to the best of their abilities at all times.**

**To apply, contact:**

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